**State of Tennessee - Department of Finance & Administration**
**Division of Enterprise Resource Planning (ERP)**

**Position Title:  Human Capital Management/ ERP Business Analyst**
**Salary Range: $40,000 - $56,000 per year based on qualifications and experience**

**SUMMARY:**  Business Analyst position is in the Enterprise Resource Planning (ERP) Division that supports the State of Tennessee's core business systems.  The Business Analyst will work under the direction of a Module Lead on the HCM Business Intelligence/Technical Support team. This position will work on the Business Intelligence Application and support global technical projects in the following areas:  Time and Labor, Human Resources, Benefits, or Payroll.  The Business Analyst will become an ERP system expert to provide support for a large user base and be able to support system enhancements/upgrades.  The Business Analyst will be responsible for maintaining the integrity and accuracy of the system as it relates to the State's business process and rules.  This Business Analyst will also be responsible for maintaining system configuration, collecting system requirements, documenting/ designing system enhancements, testing, and training.  This Business Analyst must have great organizational and communication skills to successfully manage multiple projects and effectively communicate with all stake holders.

## DUTIES AND RESPONSIBILITIES:

- Demonstrates expert knowledge in the configuration, maintenance and ongoing support of the State's ERP system.
- Demonstrates excellent communication skills in order to facilitate both internal and external communications in various types of meetings and training sessions.
- Must have an understanding and working knowledge of data base structures in order to write query reports and to configure security.
- Must have a thorough knowledge and understanding of change control processes to move approved changes through a standard quality control process.
- Possess excellent analytical skills to be able to understand complex business process flows, software functionality, and troubleshoot issues.
- Must be able to adhere to Project Management guidelines in collecting requirements, defining scope, projecting timelines, tracking progress, meeting deadlines, and documenting lessons learned.

## Knowledge and Skills:

- Demonstrates good presentation, oral and written communication skills.

- Possesses strong organizational, task management, analytical and problem solving skills.

- Exhibits effective team skills and works well with management.

- Demonstrates innovative thinking and proactive initiative with willingness to learn and explore new skills.

- Exhibits attention to details.

- Proficient with Microsoft Office Suite with advanced Excel skills.

## DESIRABLE QUALIFCATIONS

**Education and Experience**:  Graduation from an accredited college or university with a bachelor's degree.  Substantial (4+ years) experience working in any one of the following areas: Accounting or Information Technology.  Experience with SQL or other programming languages preferred.

**To apply, please send resumes to Susan Dill at susan.x.dill@tn.gov.**